

## FINANCE DEPARTMENT

### INTEROFFICE MEMORANDUM

**Date:** March 21, 2006  
**To:** City Council and City Manager  
**From:** Vivia Arellano, Finance Manager  
**Subject:** Operational Report for the Month of February

#### BUDGET STATUS REPORT

REVENUES	FY 2005-06 Budget	YTD 2/28/2006	YTD 2/28/2005	% Approved Budget
General Fund	2,073,208	1,273,884	1,518,562	61.4%
Water O/M Fund	1,159,532	662,108	617,334	57.1%
Water Capacity Fund	1,160	45,180	54,436	3894.8%
Sewer O/M Fund	873,381	559,251	564,825	64.0%
Sewer Capacity Fund	4,568	45,063	82,393	986.5%
Trash Fund	705,040	397,094	408,659	56.3%
Transportation Funds	312,292	183,615	200,971	58.8%
RDA	530,680	350,000	345,008	66.0%
CDBG FUNDS	96,300	38,956	72,797	40.5%
HOME Funds	606,000	2,973	1,353,826	0.5%
State COPS	100,000	200,208	101,894	200.2%
Equipment Fund	1,907	-	12,258	0.0%
Employee Health	227,684	47,223	2,310	20.7%
Public Liability Fund	35,000	35,000	-	100.0%
Bureau of Land Man.	-	-	9,000	0.0%
CDF	17,775	-	-	0.0%
Homeland Security	10,000	9,356	65,211	93.6%
FEMA	15,500	15,500	5,400	100.0%
AFG	146,394	-	-	0.0%
<b>TOTAL</b>	<b>6,916,421</b>	<b>3,865,411</b>	<b>5,414,884</b>	<b>55.9%</b>

**BUDGET STATUS REPORT (con't.)**

<b>EXPENDITURES</b>	<b>FY 2005-06 Budget</b>	<b>YTD 2/28/2006</b>	<b>YTD 2/28/2005</b>	<b>% Approved Budget</b>
General Fund	2,110,816	1,347,041	1,473,382	63.8%
General Fund Expansio	23,500	9,099	-	38.7%
Water O/M Fund	1,113,098	861,875	953,214	77.4%
Water Capacity Fund	-	-	-	0.0%
Sewer O/M Fund	1,190,961	997,066	674,463	83.7%
Sewer Capacity Fund	69,880	39,209	101,936	0.0%
Trash Fund	706,066	446,127	427,843	63.2%
Transportation Funds	493,890	198,947	270,498	40.3%
RDA	559,466	343,502	317,489	61.4%
CDBG FUNDS	85,260	6,862	70,571	8.0%
HOME Funds	600,000	76,460	1,411,549	12.7%
State COPS	117,851	42,369	24,066	36.0%
Equipment Fund	25,000	-	-	0.0%
Employee Health	224,493	50,741	2,595	22.6%
Public Liability	35,000	2,500	-	7.1%
BLM	3,000	2,685	9,551	89.5%
CDF Grant	17,775	483	-	2.7%
Homeland Security	19,000	18,888	5,400	99.4%
FEMA	25,000	24,908	16,262	99.6%
AFG	146,394	-	-	0.0%
<b>TOTAL</b>	<b>7,566,450</b>	<b>4,468,762</b>	<b>12,379,972</b>	<b>59.1%</b>

**Note: With eight months of the fiscal year complete revenue and expenditure levels should be at approximately 65% of the budget.**

**INVESTMENT PERFORMANCE REPORT**

**No information is available at this time.**

*Performance will now be reported on a quarterly basis.*

**PROFESSIONAL SERVICES**

	<b>Project</b>	<b>Funding Src.</b>	<b>Current Amount</b>	<b>Fiscal YTD Amount</b>
<b>Berryman &amp; Henn.</b>	Nexus Study	Gen Expansion	5,441.25	<b>9,098.75</b>
<b>Totals</b>			5,441.25	<b>9,098.75</b>

	<b>Project</b>	<b>Funding Src.</b>	<b>Current Amount</b>	<b>Fiscal YTD Amount</b>
<b>Holt Group</b>	New Bonita	Gen. Planning	-	-
	Family Apts.	Gen. Planning	7,482.00	<b>22,731.04</b>
	Desert Vw.	Gen. Planning	-	-
	Snr Grdns	Gen. Planning	-	-
	Industrial Pk	Gen. Planning	-	-
	Casa Imperial	Gen. Planning	-	<b>80.00</b>
	Water Pipeline	Gen. Planning	-	-
	SRF	Enterprise	-	-
	DBE Prgm	Gen. Planning	-	-
	Annexation	Gen. Planning	-	-
	PSB	RDA	-	-
	Sewer Outfall	Enterprise	-	-
	WWTP Rehab	Enterprise		<b>47,345.00</b>
	WWTP Exp.	Enterprise	667.00	<b>8,885.25</b>
	Water/Sew Imp	Enterprise	-	-
	Street Project	Transportation	775.00	<b>3,375.00</b>
	BWCC	Enterprise	2,865.00	<b>2,865.00</b>
	Misc. Eng	Gen. Planning	1,815.00	<b>1,894.50</b>
	Crews Dev.	Gen. Planning	9,009.05	<b>13,669.58</b>
	Tsoucalas Proj.	Gen. Planning	6,868.21	<b>6,868.21</b>
	Pacific Century	Gen. Planning	-	<b>574.00</b>
<b>Totals</b>			29,481.26	<b>108,287.58</b>

	<b>Project</b>	<b>Funding Src.</b>	<b>Current Amount</b>	<b>Fiscal YTD Amount</b>
<b>Moss, Levy, Hartz.</b>	Audit Work	Finance	7,000.00	<b>15,000.00</b>
<b>Totals</b>			7,000.00	<b>15,000.00</b>

**PROFESSIONAL SERVICES CONT.**

	<b>Project</b>	<b>Funding Src.</b>	<b>Current Amount</b>	<b>Fiscal YTD Amount</b>
<b>Lee &amp; Ro, Inc.</b>	Plant Expansion	Sewer	21,929.75	<b>33,042.59</b>
<b>Totals</b>			21,929.75	<b>33,042.59</b>
<b>Raney Planning</b>	5 YR.Plan	RDA	1,580.00	<b>12,640.00</b>
	HE Report	RDA	1,000.00	<b>1,000.00</b>
	Relocation Plan	RDA	195.00	<b>195.00</b>
<b>Totals</b>			<b>2,775.00</b>	<b>13,835.00</b>
<b>Total Professional Services:</b>			<b>\$ 61,186.01</b>	<b>\$ 170,165.17</b>

**EMPLOYEE BENEFITS**

Nothing to report.

**RISK MANAGEMENT****Safety Program**

The PERMA Board approved a contract with Bickmore Risk Services for risk control services, which includes Injury Illness Prevention Program development and assistance. The contract also includes a generic safety training program development service. These services are listed at 10 points per day, the City will be allocated 39 points and may purchase additional points. I will report the progress of the program once it is implemented.

**COMMUNITY OUTREACH****City Newsletter**

The Spring Newsletter is complete and will be mailed to all Holtville residents and outside customers the week of March 20th.

**LOCAL BUSINESS NEWS**

The Donut Avenue located on Pine will be opening its doors soon!

**INFORMATION TECHNOLOGY**

Nothing to report at this time.

**GENERAL INFORMATION****Trash Rate Increase**

An informational report has been compiled for the Public/Council and will be reported at the March 27th Council Meeting. The Consumer Price Index adjustment for 2006 (as published by the US Bureau of Labor Statistics) is 3.8%. The new rates will be published in the local newspaper.

## GRANT ACTIVITIES

### ADMINISTRATION

On February 13th staff recommended the award of a three-year contract with DH Consulting for Economic Development grant services. However, the consultant has been offered a full-time position with another local governmental agency and can no longer sign an agreement with the City to perform the services. The City Manager and I will be re-evaluating the proposals and plan to make a final recommendation to the City Council at the April 10th Meeting.

### HOUSING REHABILITATION

During the month of February Housing activities were as follows:

- Review of Housing Rehab Applications: Staff continues to place families on the waiting list for major/minor housing rehab activities related to owner-occupied mobile homes and single-family homes.

- The Council took action to move forward with four housing rehabilitation projects. One is a full reconstruction of a home and three mobile home replacements. The Council appropriated a total of \$496,351 to proceed. The progress to date of those projects are as follows:

- \* Because of the lack of rental homes in Holtville for Temporary Relocation, staff is unable to do all four projects at one time. Therefore, one mobile-home replacement is being conducted and the home reconstruction is also underway. The demolition should be complete the week of March 27th. The rebuilding will take approximately three months

### BUSINESS LOAN PROGRAM

Applicants:

- Staff has presented to the Local Review Committee the State's comment on the pending Business loan application. Information was given at a meeting at a recent meeting. The committee will be making a final recommendation to staff the week of April 3rd. Staff will then report back to the City Council.

### NON REVOLVING ACTIVITIES

Please keep in mind that 49% of CDBG Program Income can be spent on Non-Revolving activities; such as planning activities, small business training sessions, grants awarded to residents of Holtville in emergency situations (i.e., a/c repair), along with others not mentioned.

## GRANTS AWARDED

Nothing to report at this time.

## UPCOMING GRANT PROPOSALS

### STATE DEPARTMENT OF PARKS AND RECREATION

Land Water Conservation Fund (LWCF) Program

Purpose: Mack Park Renovations

Application due date May 2006

Maximum amount \$500,000 (50% match required)

### USDA & DEPARTMENT OF HEALTH SERVICES

The Waterworks Supervisor and I will be meeting to prepare a series of pre-applications to USDA and State Agencies to work towards obtaining funding for various capital projects.